Answer Key

Unit1 : Communication Skills

Session 1: Introduction to Communication

A. Multiple choice questions

1. (d) 2. (a), 3. (b)

B. Match the following

1. C 2. D 3. A 4. B.

Session 2: Verbal Communication

A. Multiple choice questions

1. (c) 2. (b) 3. (d)

Session 3: Non-verbal Communication

A. Multiple choice questions

1. (b) 2. (c) 3. (a) 4. (d)

B. Put a X mark against the actions

- Laughing during formal communication X
- Scratching head X
- Smiling while speaking to a friend
- Nodding when you agree with something
- Standing straight
- Yawning while listening X
- Sitting straight
- Maintaining eye contact while speaking
- Biting nails X
- Firm Handshake
- Clenching jaws X
- Looking away when someone is speaking to you X
- Intense stare X

Session 4: Pronunciation Basics

A. Multiple choice questions

1. (d) 2. (d)

Session 5: Communication Styles—Assertiveness

A. Multiple choice questions

1. (b) 2. (d) 3. (d)

Session 6: Saying No – Refusal Skills

A. Multiple choice questions

1. (c) 2. (c)

B. Match the requests with the correct responses

1. B 2. C 3. A 4. D.

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Session 7: Writing Skills – Parts of Speech

A. Multiple choice questions

1. (b) 2. (d) 3. (c)

C. Fill in the blanks

1. The boy is running.
2. The girls are skipping.
3. The girl is riding.
4. Raju is drinking.
5. The boy is reading.
6. The dog is barking.

Session 8: Writing Skills – Sentences

A. Multiple choice questions

1. (a) 2. (b) 3. (d) 4. (b)

Session 9: Greetings and Introductions

A. Multiple choice questions

1. (d) 2. (d) 3. (d) 4. (d)

Session 10: Talking about Self

A. Fill in the blanks

1. Yasmin
2. Hassan
3. seven years old
4. in Bengaluru
5. football and swimming

B. Multiple choice question

1. (c)

Session 11: Asking Questions

A. Multiple choice questions

1. (c) 2. (c) 3. (b) 4. (c)

Session 12: Talking About Family

A. Multiple choice questions

1. (d) 2. (b) 3. (d) 4. (b)

Session 13: Describing Habits and Routines

A. Fill in the blanks using correct option

1. (a) Always (b) Never (c) Sometimes
   (d) Usually (e) Seldom
2. (a) C (b) C (c) C (d) H (e) H

Notes

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B. Arrange in correct sequence

Always; Often; Generally; Sometimes; Rarely (or seldom); Never

Session 14: Asking for Directions

A. Fill in the blanks

1. across
2. into
3. to
4. of

B. Multiple choice questions

1. (d)

Unit 2: Self-management Skills

Session 2: Grooming

A. Multiple choice questions

1. (a) 2. (c). 3. (b)

Session 3: Personal Hygiene

A. Multiple choice questions

1. (c) 2. (a) 3 (b)

Session 5: Networking Skills

A. Multiple choice questions

1. (d) 2. (c)

Session 6: Self-motivation

A. Multiple choice questions

1. (c) 2 (d) 3. (b)

Session 8: Time Management

A. Multiple choice questions

1. (b) 2. (c)

Unit 3: Information and Communication Technology Skills

Session 1: Introduction to ICT

A. Multiple choice questions

1. True 2. (d) 3. (b)

Session 2: Basic Interface-LibreOffice Writer

A. Multiple choice questions

1. (b) 2 (c) 3 (c) 4 (b)

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Session 3: Saving, Closing, Opening and Printing Document

A. Multiple choice questions

1. (a) 2. (b) 3. (c)

Session 4: Formatting Text in a Word Document

A. Multiple choice questions

1. (c) 2. (b) 3. (D)

Session 5: Checking Spelling and Grammar

A. Multiple choice questions

1. (a) 2. (c) 3. (d)

Session 6: Inserting Lists, Tables, Pictures and Shapes

A. Multiple choice questions

1. (c) 2. (b) 3. (c)

Session 7: Header, Footer and Page Number

A. Multiple choice questions

1. (b) 2. (d) 3. (c)

Session 8: Tracking Changes in LibreOffice Writer

A. Multiple choice questions

1. (a) 2. (b) 3. (c)

Unit 4: Entrepreneurship Skills

Session 1: Introduction to Entrepreneurship

A. State whether the following statements are True or False

(a) F (b) F (c) T (d) T

Session 3: Attitude of an Entrepreneur

A. State whether the following statements are True or False

1. F 2. F 3. T 4. F

Unit 5: Green Skills

Session 1: Sectors of Green Economy

A. Multiple choice questions

1. (a) 2. (d)

Session 2: Policies for a Green Economy

A. Multiple choice question

1. (d)

NOTES

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B. Match the columns A and B

1. B 2. C 3. D 4. A

Session 3: Stakeholders in Green Economy

A. Multiple choice questions

1. (c)

Session 4: Government and Private Agencies

1. (d) 2 (a) 3 (d)

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